

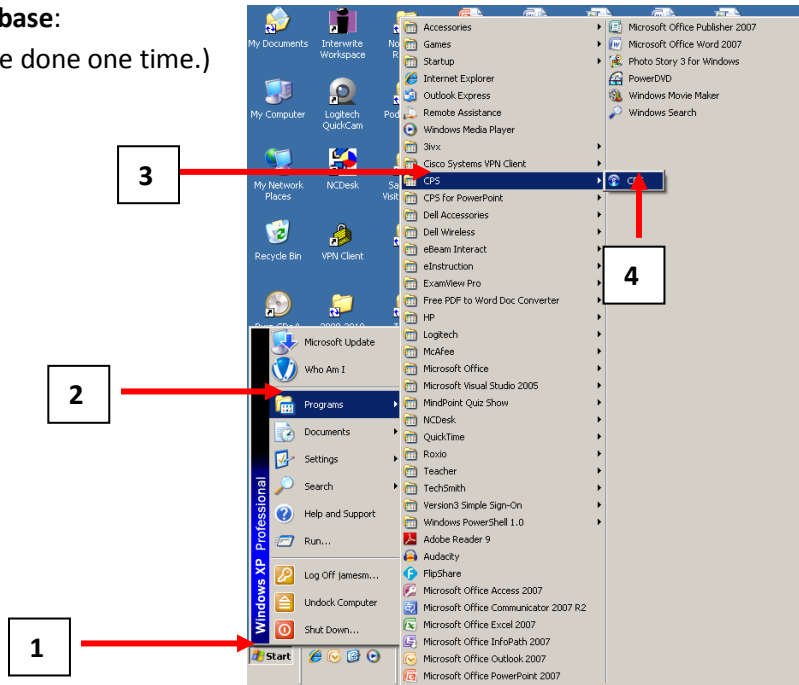
Initial Set-up

To Create a New CPS Database

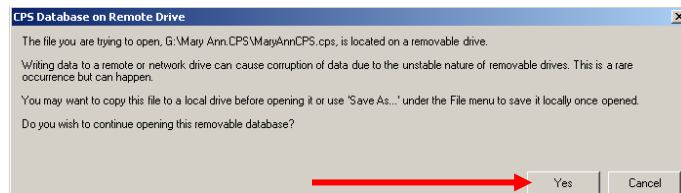
To create a new CPS Database:

(This only has to be done one time.)

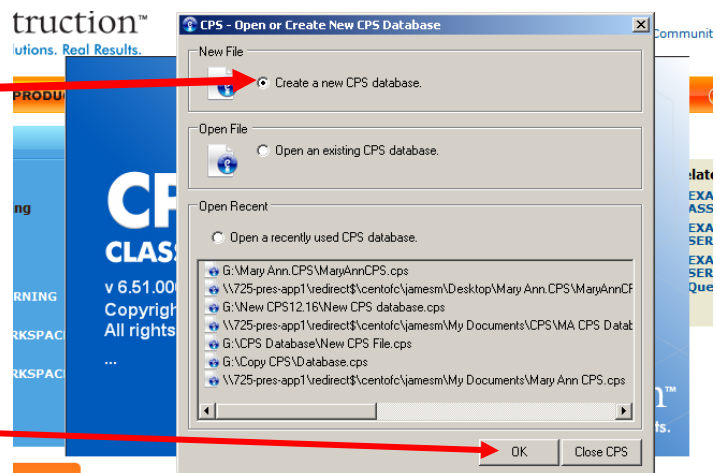
1. Click Start
2. Programs
3. CPS
4. CPS



This error message may come up. If it does, click **Yes**.



Select Create new CPS database

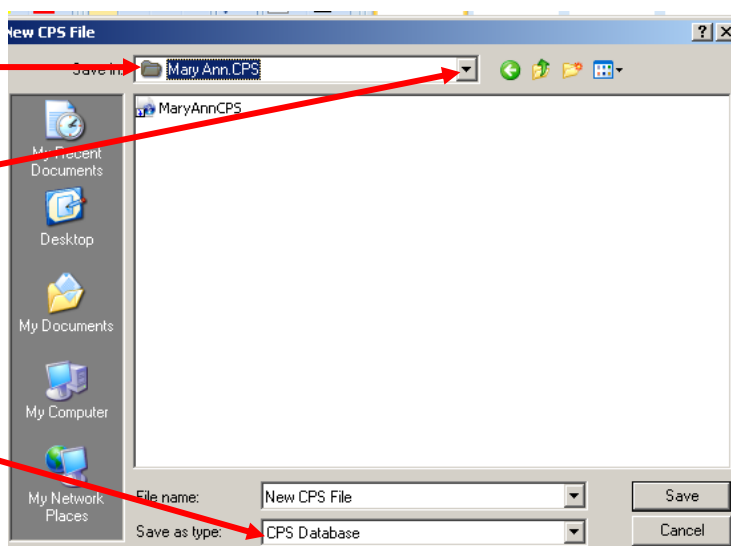


Click **OK**.

Watch the path where your database is being saved.

Use the down arrow if you need to navigate to another location to save the file.

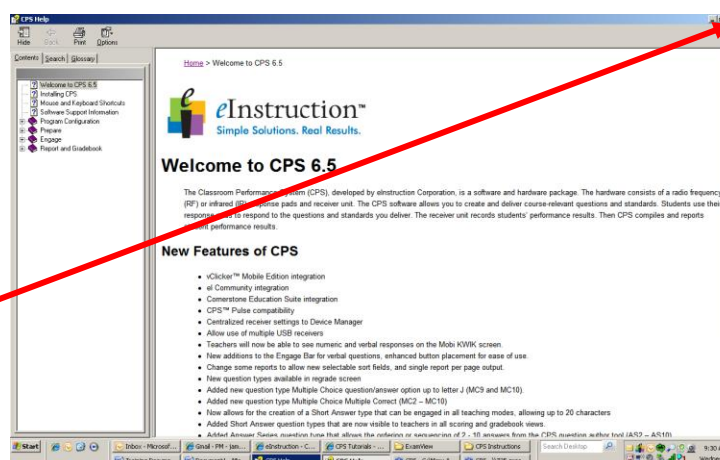
Save your CPS database with a title that makes sense and one you can remember.



Also save a copy to your flash drive so you can take the file with you to another computer.

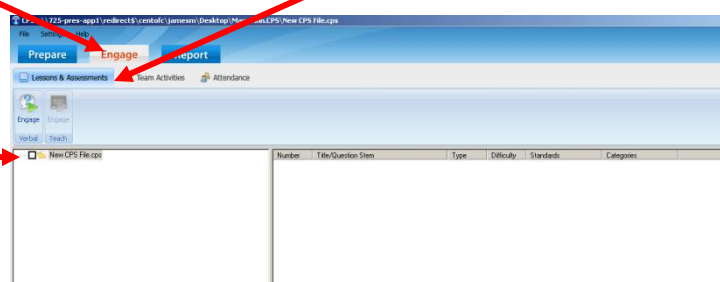
This will be the next screen that will come up. It is an informational screen. There may be topics here you would like to check out. Do that now.

To move on, click the X to close this window.



Notice at this point, the Engage tab, Lessons & Assessments is the active part of the window.

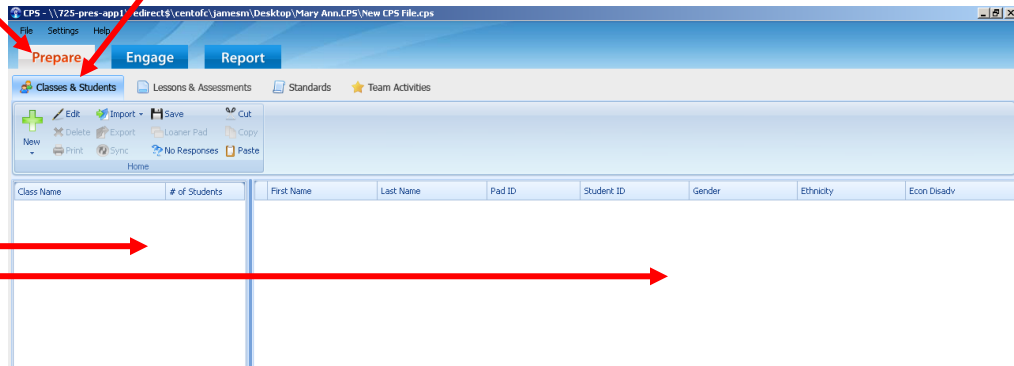
The name of your CPS database shows here: **NewCPSFile.cps**



To add Classes & Students:

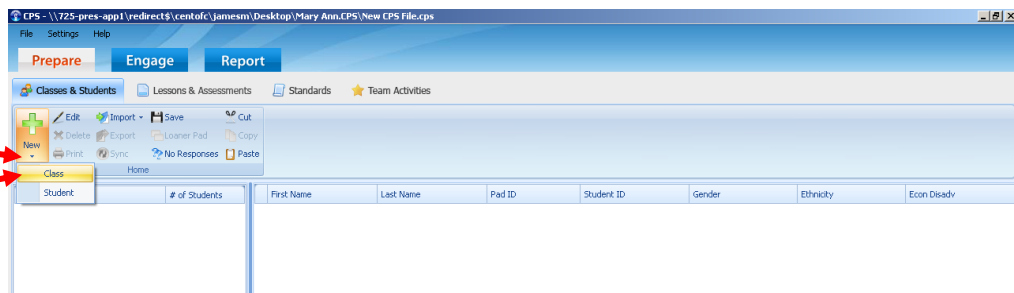
Click the **Prepare** tab, **Classes & Students**.

Notice, you see
nothing in these
areas.

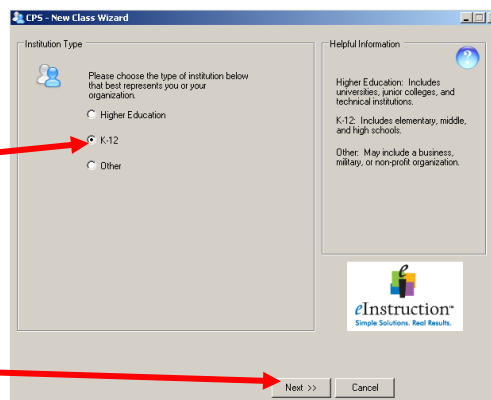


Click:

- **New**
- **Class**

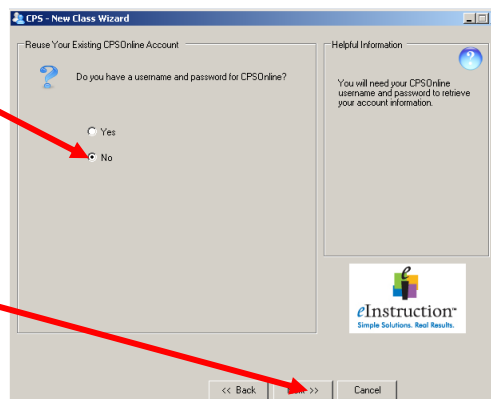


Click **K-12**.



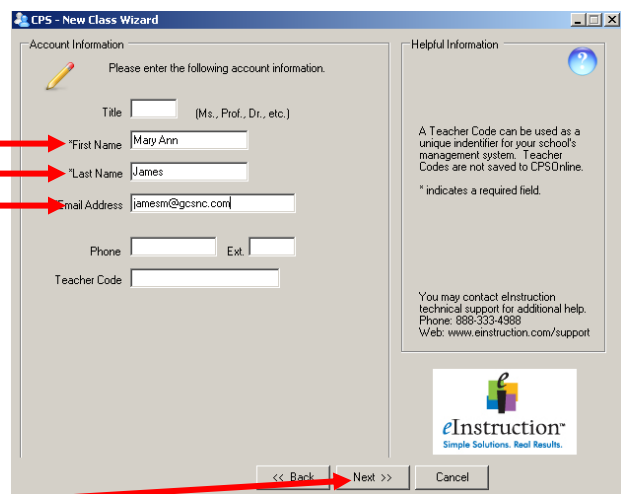
Click **Next**.

Online CPS account...**No**.



Click **Next**.

Fill in the information on this screen.
The only required information has the *:
First Name, Last Name, Email Address.

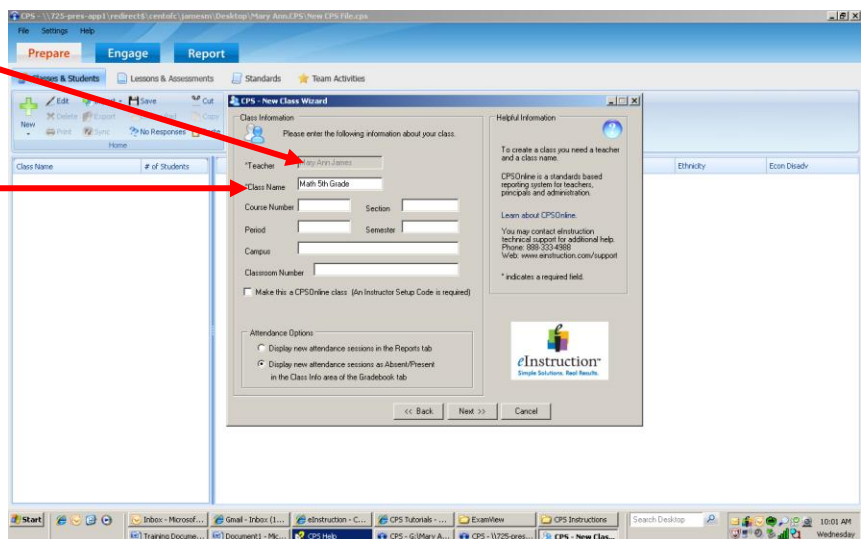


The information on this window will not have to be entered again.

Click **Next**.

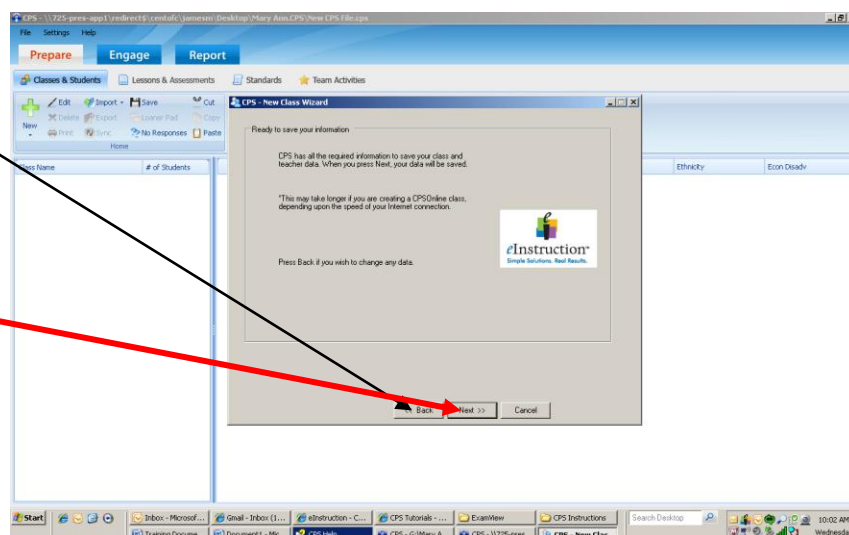
You are continuing the process to add a Class:

Notice your name has been added automatically by the computer.
Enter the **Class Name**...make it meaningful to you. I named this one **Math 5th Grade**.



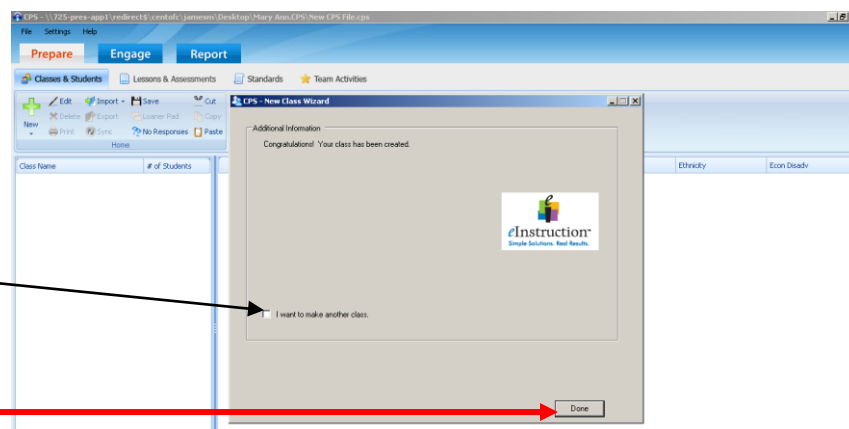
If you need to make changes to your class name, click **Back**.

If your class name is OK, click **Next**.

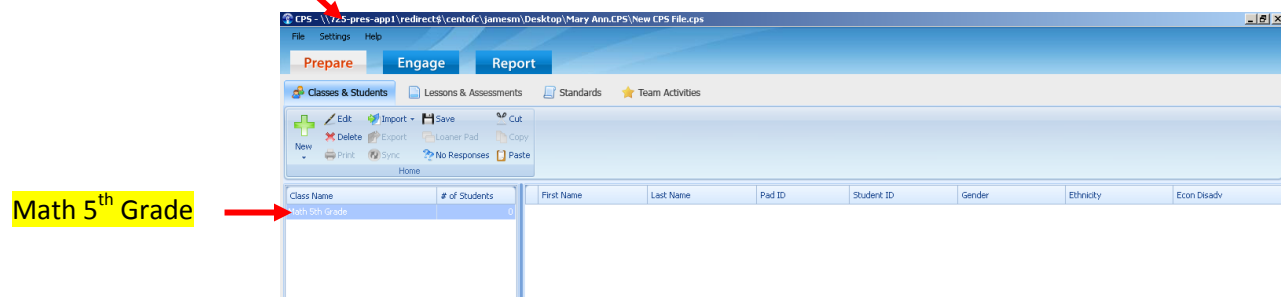


To add additional classes, click the box by **I want to make another class**.

If this is the only class you are creating, click **Done**.

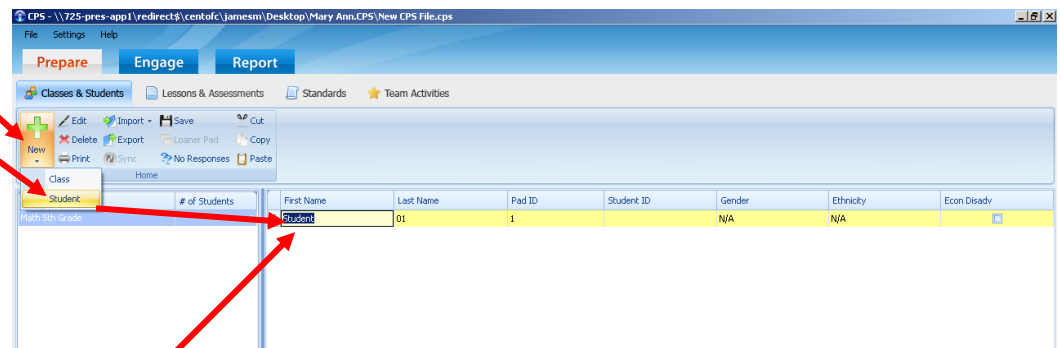


This is the next window that comes up and you are ready to add your students to your class.

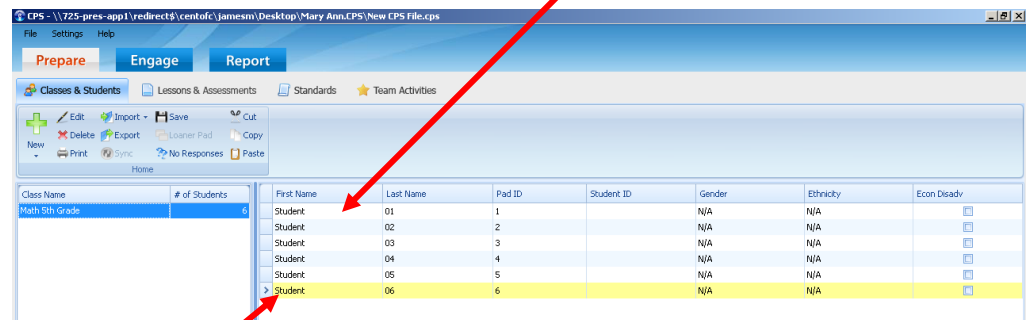


Click:

- New
- Student



Once the first student entry pops up, you may press **Enter** to enroll the rest of the students. Continue to press **Enter** until you have the number of students you want/have in the class.



You may go back and add student names at a later time.

Verbal Question—Quick “On the Fly”

Quick Class Creation

Engage Lessons & Assessments

The screenshots show the following steps:

1. Click the **Engage** icon in the **Lessons & Assessments** sidebar.
2. Click the **Engage** icon in the **Engage** sidebar.
3. Click **Engage a verbal question** in the **Verbal Engage** section.
4. Click the **Create** button in the **Verbal Questions Setup** dialog.
5. Give a **Class Title**. (Optional)
6. Select the **Upper Range** of the clickers you will be using with the class.
7. Click **OK**.
8. Click **OK**.

The **Verbal Questions Setup** dialog includes the following fields and options:

- ☐ Include Session in Gradebook
- ☐ Export to Question Grid
- ☐ Anonymous Mode
- ☐ Automatically Upload Session Upon Completion
- Session Title:
- Session Category: Max Points:
- Class Options: **Create**
- ☐ Create Attendance from this Assessment
 - ☐ Include Attendance in Gradebook
 - ☐ Automatically Upload Attendance

The **CPS - Create Class** dialog includes the following fields and options:

- Class Title:
- Lower Range: Upper Range:
- OK** **Cancel**

The second **CPS - Create Class** dialog shows:

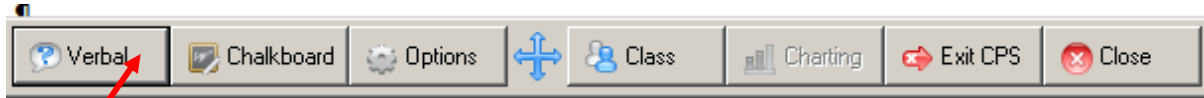
- Class Title:
- Lower Range: Upper Range:
- OK** **Cancel**

The window below will appear and you are ready to ask your verbal question.

The Engage Toolbar:

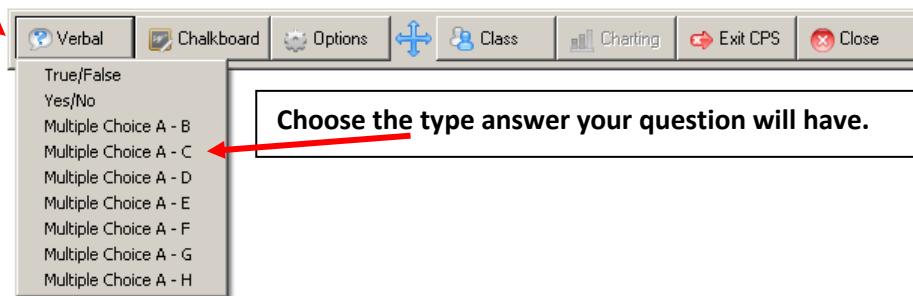


Click here and you can move the Engage Toolbar around on your screen.

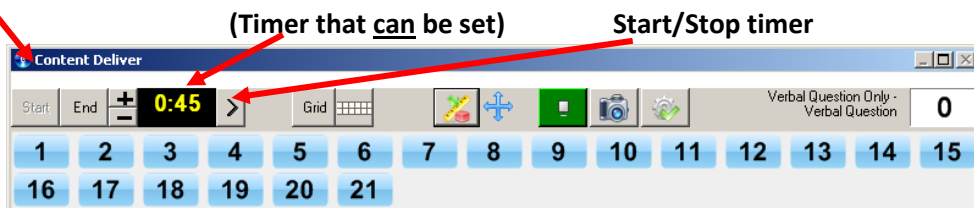


Click **Verbal**.

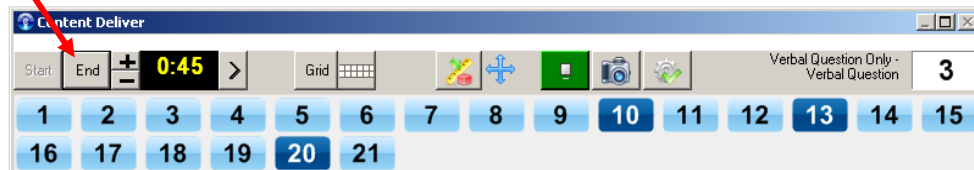
This window opens:



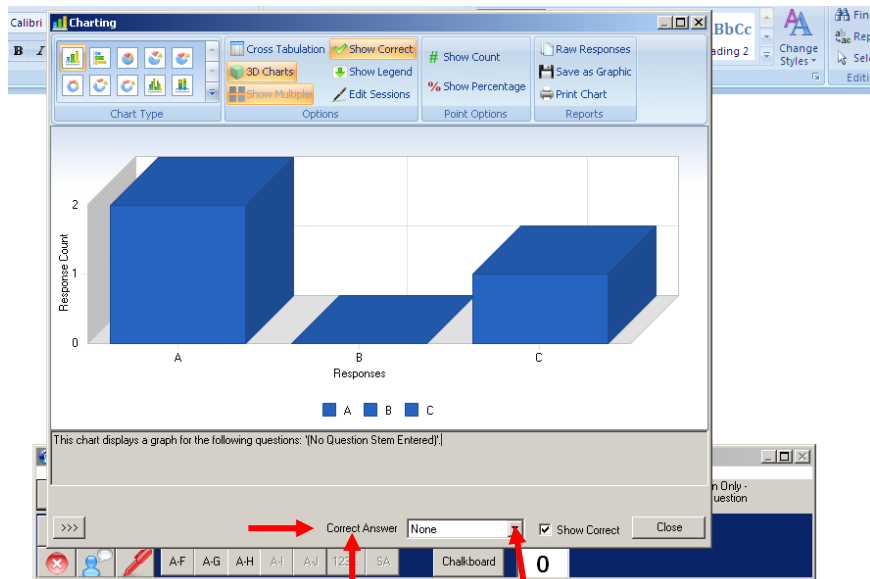
This window (**Content Deliver**) will appear next:



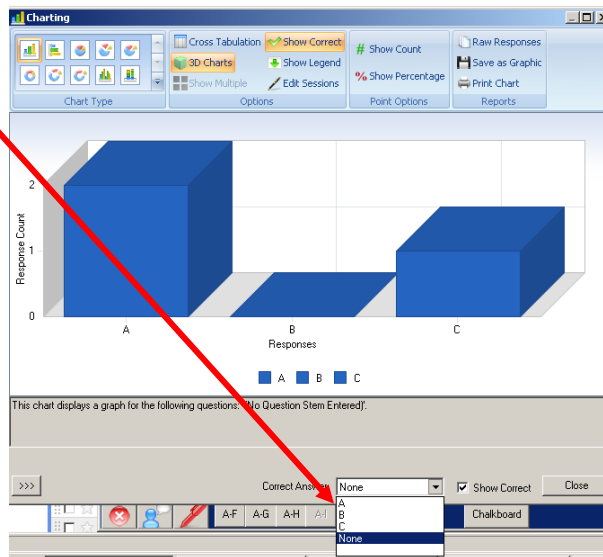
Click **End** when everyone has answered.



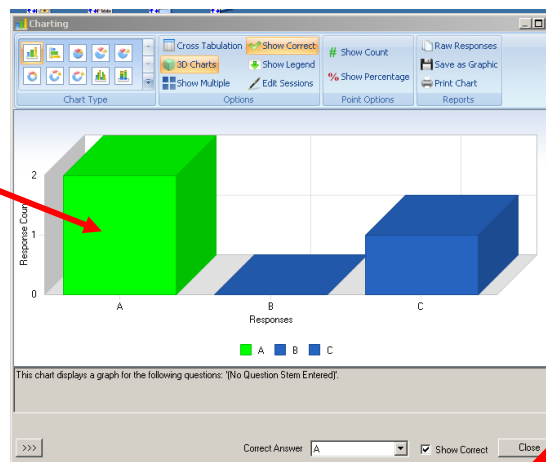
This window will come up after you click **End**.



With a **Verbal** question, you have to select the correct answer.

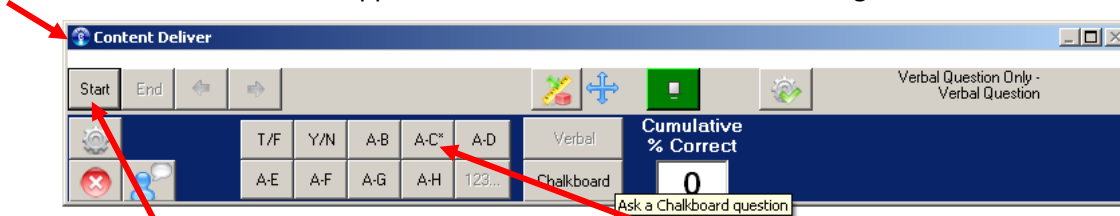


Correct answer turns
green.



Click **Close** to move to next question.

Below is the window that will appear when **Close** is selected after viewing the correct answer.



The question type of the previous question is indicated by the *. If the new question will have the same type answer, you do not have to do anything. If the new question has a different type answer, select the new type answer before continuing.

You will have to click Start to engage the CPS system with each new question.

The process begins again:



When everyone has answered, click End...

Online Helps

http://www.einstruction.com/support_downloads/training/resources/index.html

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